

~~FOR OFFICIAL USE ONLY~~

*File
CIA lib
lee
26 Nov 57*

MEMORANDUM FOR: Assistant Director, CR
THROUGH: CIA Librarian
SUBJECT: Control of Requests for CIA Library Bibliographies
REFERENCE: CRAG 20-58, 29 September 1958

The following procedures are recommended:

1. REQUESTS FOR NEW BIBLIOGRAPHIES.

- a. Requests for the preparation of bibliographies will be directed to the Chief, Bibliography Section, Reference Branch. Senior bibliographers may tentatively receive such requests pending discussion with Chief, Bibliography Section.
- b. All requests for the preparation of bibliographies will be logged, with a notation indicating assignment of responsibility for compiling a bibliography; a decision to substitute bibliographies already in existence; referral of requester elsewhere; cancellation or modification of request, etc.
- c. Published bibliographies will be identified by a number from a pre-assigned block in the 3-million series.

2. INITIAL DISTRIBUTION OF COMPLETED BIBLIOGRAPHIES.

- a. Copies of completed bibliographies will be transmitted immediately to the requester upon completion. When a requesting component normally receives materials via a recognized distribution point (e.g., ORR and DD/P) arrangement may be made for simultaneous distribution of an information copy to the distribution point.
- b. One copy of each bibliography formally published by the CIA Library will be cataloged and incorporated in the reference collection.
- c. Distribution to other users will be recommended by Chief, Bibliography Section, and noted on a distribution form. This form together with copies of the completed bibliography will be sent to Document Division for addressing and mailing out the copies.

FOR OFFICIAL USE ONLY

26 MAR 1967

SUBJECT: Control of Requests for CIA Library Bibliographies

- d. Document Division will also make such additional dissemination as may be appropriate.
- e. Distribution via Document Division will include a processing copy for preparation of aperture cards and listing in the Intelligence Publication Index.
- f. Surplus copies together with the masters and a carbon of the distribution form will be sent to the Circulation Branch Vault,
[redacted]
- g. Bibliography Section will retain an "author's copy" of each completed bibliography or (in the case of extreme sensitivity, delivery in the form of cards, etc.) will keep a record of the location of at least one copy.

25X1

3. SUPPLEMENTAL DISTRIBUTION.

- a. Responsibility for supplemental distribution rests with the Circulation Branch.
- b. Requests should be submitted on Form 1395 and directed to Search Section, Circulation Branch, through the usual document request channels.

25X1

[redacted]
Chief Reference Librarian

CONCURRENCE:

CHIEF, DOCUMENT DIVISION, CENTRAL REFERENCE

DEPUTY ASSISTANT DIRECTOR, CENTRAL REFERENCE

APPROVED:

ASSISTANT DIRECTOR, CENTRAL REFERENCE

FOR OFFICIAL USE ONLY